



HIMACHAL PRADESH POWER CORPORATION LIMITED

(A State Government Undertaking)

Himfed Bhawan, Panjri, (Below Old MLA Quarters), Shimla-171 005

Phones: 0177-2633814-15, Fax No.: 0177-2633813

Office Order

In continuation to this office letter endorsed vide No. HPPCL/P&A/Policy Circular/14-10494-523 dated 30/09/2014, it is hereby ordered that the Sanitation Pledge on 2nd October, 2014 at 09:45 AM in the offices of HPPCL located at Shimla shall be administered to the officers/ officials at their respective offices as under :-

S.No.	Office Name	Oath Administering Authority
1.	Corporate Office, HPPCL, HIMFED Bhawan, Tutikandi Bye-Pass Road, Shimla	Managing Director, HPPCL
2.	Environment Cell, IT Cell, Revenue Cell, Legal Cell, Company Secretary Office located at Uttam Bhawan, Dogra Lodge, Shimla	Chief Environment Specialist
3.	Civil Contracts, Electrical Contracts & Finance Cell located at Shanti Kutir, Chakkar, Shimla	General Manager (Civil Contracts)

All the officers/ officials after taking the Sanitation Pledge shall first clean their respective rooms and then undertake cleaning & sanitation works of their respective floors in participatory manner. Accordingly, all employees are hereby directed to actively participate in the pledge taking ceremony & cleanliness campaign and ensure their presence sharp at 09:30 AM on 02.10.2014. All HOPs are also requested to take similar action in their respective projects. The HOPs/ HODs shall send the attendance report for 2nd October, 2014 of all the employees under their control recorded through biometric machine, wherever available, or by photocopy of attendance register by 10th of this month.

Co-operation and contribution of all the employees is solicited to make the campaign a success.

Dy. General Manager (P&A)

Dated: 01/10/2014

File No. HPPCL/P&A/Policy Circular/14- 10629-62

Copy forwarded to the following for information and necessary action:-

1. The PS to the Managing Director, HPPCL, Shimla.
2. The PS to the Director (Civil), HPPCL, Shimla.
3. The PA to the Director (Electrical), HPPCL, Shimla.
4. The PA to the Director (Finance), HPPCL, Shimla.
5. All HOPs/HODs, HPPCL.
6. The General Manager (Civil Designs), HPPCL, Sundernagar, Distt. Mandi.
7. The General Manager (Civil Contracts), HPPCL, Shanti Kutir, Chakkar, Shimla.
8. The General Manager (Electrical), HPPCL, Shanti Kutir, Chakkar, Shimla.
9. AGM (Finance), HPPCL, Shanti Kutir, Chakkar, Shimla.
10. The Chief Environment Specialist, HPPCL, Uttam Bhawan, Dogra Lodge, Shimla.
11. The LAO, HPPCL, Uttam Bhawan, Dogra Lodge, Shimla.
12. The DGM (Architect), HPPCL, Uttam Bhawan, Dogra Lodge, Shimla.
13. The Company Secretary, HPPCL, Uttam Bhawan, Dogra Lodge, Shimla.
14. Sr. Law Officer, HPPCL, Uttam Bhawan, Dogra Lodge, Shimla.
15. Sr. Manager (IT), HPPCL, Uttam Bhawan, Dogra Lodge, Shimla.
16. The Sr. Manager (Finance-cum-CPT), HPPCL, Shimla.
17. Officer (PR), Corporate Office, HPPCL .
18. Sh. Ajay Mahajan (HDM) / Sh. Rajesh, JO (P&A), Estate & Administration Office, Corporate Office, HPPCL.
19. Notice Board.

Dy. General Manager (P&A)